

KEY STAFF REFERENCE FORM	
KEY STAFF NAME: Emmeil Davis	
PART 1 – REFERENCE’S INFORMATION	
THIS INFORMATION SHOULD MATCH THE INFORMATION PROVIDED IN ATTACHMENT 10 – KEY STAFF QUALIFICATIONS .	
Customer/Client Reference Name:	Michele Peterson
Customer/Client Reference Title:	CalSAWS Application Development and Test Director
Agency, Department, Organization or Company where staff member performed:	California Statewide Automated Welfare System (CalSAWS) Consortium Joint Powers Authority (JPA)
Project Title on which staff member performed:	CalSAWS Migration Project and M&O
Reference Phone Number:	(916) 673-8832
Reference E-mail Address:	petersonm@calsaws.org

Instruction for References: The Contractor staff above has listed you as a reference and is requesting for you to complete this staff Reference Form. Please provide your comments and the appropriate rating based on your experience with the proposed staff.

- Step 1:** Complete Columns 1-2 in Part 2 by marking “yes” or “no” and providing an explanation if needed.
- Step 2:** Complete Part 3 and provide your performance ratings.
- Step 3:** At the bottom of the page, print your name, your company's name, then sign and date.
- Step 4:** Return the completed, signed staff Reference Form to Contractor.

PART 2 – THE REFERENCE MUST COMPLETE THIS TABLE.	
COLUMN 1	COLUMN 2
Did the Contractor provide you with a copy of the completed Attachment 10 – Key Staff Qualifications for the Contractor’s staff named at the top of this page prior to your completion of this form?	Did the Contractor’s staff named at the top of this page perform the services described in Attachment 10 – Key Staff Qualifications , including the functions as described and the time period provided on the project(s) that lists you as a contact?
☒ Yes ☐ No	☒ Yes ☐ No (If “No” checked, explain here.)
PART 3 – THE REFERENCE MUST COMPLETE THIS TABLE.	
THE REFERENCE SHALL COMPLETE PERFORMANCE AND ABILITIES STATEMENTS FOR THE PROPOSED CANDIDATE AND OVERALL PERFORMANCE RATING.	
Performance and Ability Statements	
1. Describe the performance of the Contractor's staff during this engagement. Emmeil performed exceptionally well throughout the engagement. He consistently delivered high-quality work, met expectations, and demonstrated professionalism at every stage.	

2. Describe the ability of the Contractor's staff to perform the contractually, required Work in a timely manner. Emmeil showed strong time management skills and reliably completed tasks within established deadlines. Emmeil's ability to prioritize and stay on schedule ensured smooth progress of the project.

3. Describe the verbal and written communication skills of the Contractor's staff. Emmeil communicated clearly and effectively, both verbally and in writing. His updates were well-organized, concise, and easy to understand, which facilitated collaboration and alignment.

4. Describe the ability of the Contractor's staff to engage in positive working relationships with other coworkers. Emmeil fostered a positive team environment, collaborating well with project staff and stakeholders. His approachable and cooperative nature made him a valuable partner in achieving project goals.

5. Describe the knowledge of the Contractor's staff in the required areas of expertise. Emmeil demonstrated strong subject matter expertise and applied his knowledge effectively to resolve challenges and guide the project forward. His technical proficiency was evident and added significant value.

6. How well did the Contractor handled engagement with end users and User input. Emmeil handled engagement with the counties and stakeholder very well, actively listening to input, addressing concerns, and incorporating feedback thoughtfully into the work. His approach-built trust and improved outcomes.

7. Would you rehire this person? Yes, absolutely. Emmeil demonstrated professionalism, expertise, and reliability throughout his time on the project, and we would gladly work with him again.
8. Optional Comments:
On a scale of 1-10, with 1 being the lowest and 10 being the highest, how would you rate this individual's overall performance?
10

By signing this form, the Reference is certifying that all information provided on this form is correct.

Michele Peterson	CalSAWS
Name of Reference (print)	Name of Company Reference
(print)	
<i>Michele Peterson</i>	9/25/2025
Signature of Reference	Date